

## Professional Lobbyist Filing Checklist and Calendar

Please use this checklist and calendar for all your filings in order to avoid missing a deadline, duplicating a filing, or having to correct, supplement or refile a statement. This will save time and work for all of us, and should also reduce public complaints about inadequate and delinquent filings. Thank you for your help.

**Checklist:**

- ☐ Statement is legible and in dark blue or black ink (lighter colors do not scan well).
- ☐ Statement is signed and dated
- ☐ Extra sheets, if needed, are firmly attached to statement
- ☐ For disclosures, figures and totals are checked and correct
- ☐ Filing date is entered on tracking calendar below

	<b>Date Due*</b>	<b>Date Filed</b>
Year 2006-2007 Registration Statement		
2005/06 Termination and Cumulative Disclosure Statements	07/17/06	
Year 2006 Monthly Disclosures: July	08/15/06	
August	09/15/06	
September	10/16/06	
October	11/15/06	
November	12/15/06	
December	01/15/07	
Year 2007 Monthly Disclosures: January	02/15/07	
February	03/15/07	
March	04/16/07	
April	05/15/07	
May	06/15/07	
June	07/16/07	
Year 2006-2007 Termination Statement		
Year 2006-2007 Cumulative Disclosure Statement		

\*If due date is a Saturday or Sunday, please be sure disclosure is filed in the Secretary of State's office no later than the Monday following, but preferably by the Friday preceding, the weekend due date.

Revised 6/06